Status Report Instructions for Special County / Reservation Grants

- Login to WebGrants at https://funding.mt.gov/
- Click on "My Grants"
- Click on your Special County/Reservation Grants
- Click on "Status Reports" from the Grant Components page

Grant Components	
Component	Last Edited
General Information	07/27/2012
Contract Documents	03/14/2012
Status Reports Status Reports	
Claims	
Budget	07/30/2012
Herbicide Worksheet	07/30/2012
Revegetation Worksheet	03/13/2012
Activities/Education Timeline	03/13/2012
Contract Amendments	
Correspondence	
Encumbrances	03/19/2012
Opportunity	
Application	-

Click on the blue "ID" number
 Note: There will be a status report already created. Submit this report; <u>DO NOT</u> create a new status report



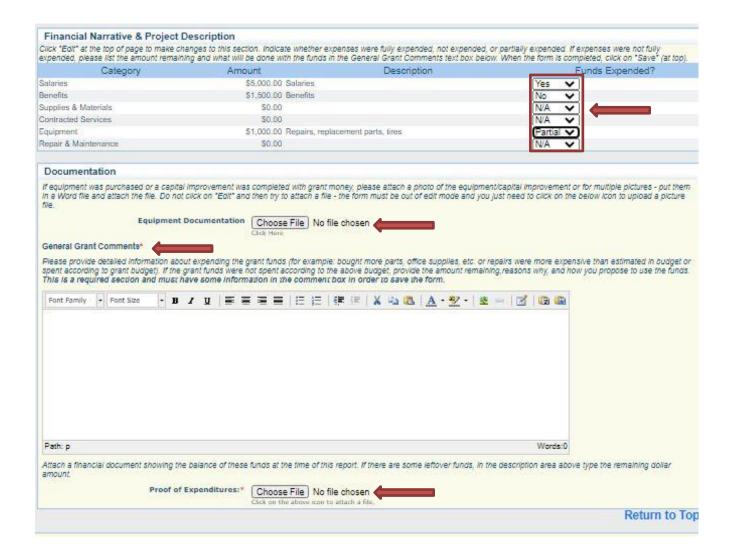
 Click on Budget Status Report – Special County and Reservation to enter the status of the grant activities.



- Click on "Edit" to open the form
- Complete the Funds Expended column and the General Grant comments section. If equipment was purchased or capital improvements were completed, attach a photo in the documentation section
- Attach a financial document showing the balance of funds for this report. Any funds
 remaining needs to be reported in the General Grant Comments section above
 indicating the remaining dollar amount. An example of a financial document would a
 PDF/image of the county accounting report.

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- Click Save you can update the form by clicking on "Edit"
- Click on "Mark as Complete" when finished
- Click Submit

Please contact Greta Dige 406-444-7882 or Jasmine Reimer 406-444-3140 if you have any questions.

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